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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060017-9

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~~SECRET~~

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE 70-7

RECORDS  
23 JULY 1964

RECORDS SURVEY

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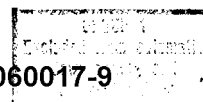
1. Starting 27 July, [REDACTED] OSA  
Records Management Officer, will conduct an individual  
office survey of OSA's records administration program.

2. In order to implement the above survey, full  
support and cooperation is required from all concerned.

[REDACTED]  
Deputy Chief  
Support Division, OSA

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE 70-6

CORRESPONDENCE  
15 JANUARY 1964

RECORDS MANAGEMENT

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1. Under the authority contained in [REDACTED]  
[REDACTED] has been designated the Area  
Records Officer for the Office of Special Activities.

2. In order to implement the above assignment,  
full support and cooperation is required from all  
concerned.

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[REDACTED]  
for JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

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**OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE 70-5**

**CORRESPONDENCE  
11 JULY 1963**

**Correspondence Addressed to the Office of the Director**

Quoted below are the contents of a memorandum recently issued from the Office of the Executive Director to all Deputy Directors. This information is presented here for the guidance of all OSA personnel concerned.

"1. This memorandum is a gentle reminder of previous oral and written instructions concerning the lead paragraph of a memorandum to the DCI, DDCI or Executive Director.

"2. Probably due to the passage of time, change of Directors, etc., the O/DCI continues to receive memoranda in which the lead paragraph does not clearly indicate whether the document requests action or is for information or background use only.

"3. Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI or Executive Director open with a sentence similar to one of the three below.

"a. "This memorandum is for information only: particular reference is made to paragraphs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."

"b. "This memorandum suggests action on the part of the DCI, DDCI or Executive Director; this action is contained in paragraph \_\_\_\_\_."

"c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_\_."

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Acting Chief  
Support Division, OSA

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S E C R E T


OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 70-2

CORRESPONDENCE  
27 June 1962

Effective immediately, forwarding of correspondence prepared for the signature of, or requiring the approval of, the DCI, DDCI, or the DD/R will be handled as follows:

- (a) The original, the Registry Branch/OSA copy, and any copies which are to remain in one of the aforementioned offices shall be forwarded for signature and/or approval.
- (b) All other copies are to remain in the originating office until final action, (i.e., signature or approval), has been taken.
- (c) When the necessary action has been taken, the RIB/OSA copy will be returned to Registry Branch.
- (d) Upon receipt of their copy, RIB/OSA will immediately notify the originating office, whereupon the remaining copies will be properly conformed and dated, and distribution may be made.

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JAMES A. CUNNINGHAM, JR.  
Acting Assistant Director  
(Special Activities)

S E C R E T

DEVELOPMENT PROJECTS DIVISION  
DPD HQS NOTICE N70-1

CORRESPONDENCE

6 SEP 1961

GENERAL CORRESPONDENCE

REFERENCE: DPD Admin Memo 22-60; dated 30 June 1960; Same Subject

1. PURPOSE

The purpose of this notice is to call to the attention of all DPD Branch and Staff Chiefs the contents of reference memorandum and to reemphasize the procedures contained therein as well as to provide explicit aidenda to the instruction.

2. AUTHORITY TO SIGN CORRESPONDENCE

- a. The reference memorandum is explicit as to who may sign correspondence addressed to the DCI, DDCI, DDI, DD/S and DD/P, as well as correspondence addressed to other Government Agencies. Only in those instances where authority has been specifically delegated may an officer other than the Acting Division Chief sign off on correspondence leaving the Division. These delegations are outlined in the reference memorandum.
- b. There are rare instances in which a signature is not required on papers originating in this Division, but, under no circumstances, should such a paper leave the Division without the concurrence of the Acting Chief. An example of such a paper is where a DPD branch or staff is asked to prepare a paragraph or more (on a specific subject) which is to become part of a paper under preparation at a higher level. A specific example would be the preparation of a paper for the Special Group. Even where a direct requirement is placed on a staff or branch of DPD by a higher office outside of DPD, the prepared paper will not leave this Division without the concurrence of the Acting Chief. To carry this a step further, under no circumstances will such a paper carrying operational or policy overtones be sent out of the Clandestine Services without the concurrence of the DD/P. Despite the fact that frequently these requirements are made on a "crash" basis, it is essential that both the Division Chief and the DD/P know of them.
- c. In those cases where neither the signature of the Acting Chief, nor of the DD/P is required, it will nonetheless be the policy of this Division, effective immediately, to request by a short memorandum the concurrence of one or both of the above (as required by circumstances) before a paper is forwarded to the requesting office. Where the concurrence sought is of such policy import that the DD/P should be consulted, the memorandum should be forwarded to him through the Acting Chief, DPD. In those instances where the requirement was placed on a branch or staff by the Acting Chief, DPD, the transmittal memorandum should be prepared for the Acting Chief's release. In those instances

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DEVELOPMENT PROJECTS DIVISION  
DPD HQS NOTICE N70-1


CORRESPONDENCE

where the request was in the first instance directed to the branch or staff by the requestor or is of a continuing nature, such memorandum may be signed by the appropriate Branch or Staff Chief but must be routed through the Acting Chief, DPD.

### 3. RESPONSIBILITIES

It will be the responsibility of each Staff and Branch Chief originating the memoranda described above to adhere to the rules outlined herein. It will also be the responsibility of the preparing office to include copies for the Acting Chief, the Office of the DD/P, other appropriate components as necessary and DPD/RI. The DPD/RI copy may be a dummy copy for record purposes only, where the subject matter is of such a sensitive nature as to warrant strict hold down.

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STANLEY W. BEERLI  
Colonel, USAF  
Acting Chief, DPD-DD/P